



# City of Woburn, Massachusetts

## OFFICE OF THE CITY CLERK

WILLIAM C. CAMPBELL  
City Clerk

City Hall  
10 Common Street  
Woburn, MA 01801  
781-897-5850

### MAIL-IN REQUEST FOR BIRTH RECORD

This office maintains birth records from 1640 through the present date.

If you are certain that the birth record is on file in this office, you may order a copy by printing this form, completing with as much detail as is available, and mailing to the address above along with a check or money order made payable to the "City of Woburn". Copies of birth records are \$5.00 for each copy.

If you are requesting a search of the records for a birth, please print this form, complete with as much detail as possible and mail to the address above. Use the back of the form if more room is necessary. Although there is generally not a charge for research, an extensive search may result in a search charge. You will be notified before a search is conducted as to whether there will be a search charge. Once a record is confirmed as being on file in this office you will be notified and have the opportunity to purchase a copy at that time.

Some records may be restricted, for example, the parents were not married at the time of birth or the father is not named on the record. Generally, only those listed on the record are entitled to obtain a copy of the record. You would have to provide a photocopy of a photo identification issued by a government agency and notarized as a true copy with this request.

Copies of the records are also available in person at the Office of the City Clerk. We try to respond to mail-in requests on the day that they are received in this office.

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Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Check one: Search only: \_\_\_\_\_ Number of copies: \_\_\_\_\_

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Your name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Please include a self-addressed stamped envelope with your request.

(amended 1/4/2011)